



Job Opportunity

State Controller's Office

Position: Office Assistant (General)

Statewide

Location: Administration and Disbursements Division
3301 C Street, Sacramento, CA 95816

Issue Date: July 11, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Eric Robrecht, (916) 445-6585

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates will be given priority.

California Relay Service: 1-800-735-2929

Position Number(s): 051-140-1441-708

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With the direct supervision provided by the Office Services Supervisor II, the incumbent will serve as a courier for the Distribution Unit, which will include sorting and distributing mail and various documents. Specific duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Deliver incoming mail to all Sacramento locations of the State Controller's Office;
- Lift materials weighing up to 50 lbs;
- Sort incoming and interdivisional mail and incoming SCO messenger mail received from agency couriers at the Warrant Release counter;
- Receive deliveries at the warrant release counter;
- Operate hand trucks and flatbed carts;
- Determine where unaddressed or questionably-addressed mail should be delivered;
- Determine where Disbursements mail should be delivered;
- X-ray suspicious mail and all mail addressed to the Executive Office;
- In the absence of the Warrant Release Technician, release payroll, related documents and monthly reports, special handling claim payments, bank pickups, tapes, business month warrants and listings over a public counter to agency messengers and private courier services.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division

P. O. Box 942850

Sacramento, CA 94250-5871

Attn: Eric Robrecht